

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, January 04, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the upper meeting chambers on **Monday, January 04, 2016** at the time of 7:14 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar and Konnie Kuiper were present. Councilor Steve Wagner was absent with notice. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Randy Bowman, Electrical Code Inspector; and Ed Dabrowski, IT Consultant (Contract) were also present.

General Substance of Matters Discussed or Proposed

1. *Procedures for Nominating and Electing the Town Council President and Vice President.* The Town Council reviewed the procedures related to nominating for the officers on the Town Council. It was clarified that nominations do not require a second. It was clarified that it would be in order to move to elect without resort to nominations. It was clarified that if there are more than one nominees, the roll call response will be with the name of the person for whom the councilor wishes to vote.
2. *Discussion of Several Letters of Interest or Applications for Boards and Commissions.* The Town Council discussed the packet of recent letters of interest in being reappointed and new applications for boards and commissions. The candidates' letters were discussed in a cursory way and noted.
3. *Discussion regarding Committee and Liaison Positions.* The Town Council discussed assignments and liaison positions generally. The Town Councilors offered some preferences.
4. *Discussion regarding All Weather System.* Councilor Vassar described what he called an "All Weather System" he encountered in the baseball fields in the Town of Munster. Councilor Vassar described the system as providing an added real time warning for intemperate weather. The discussion included the telephone notification system that is used by the Town of Griffith that is used for disseminating general public information and public safety warnings.
5. *Discussion regarding replacement for existing Fire Rescue Vehicle.* The Town Council the status and disposition of the specifications for the replacement vehicle. The Town Council discussed the bid process. The Clerk-Treasurer indicated that one of the existing capital leases paid from the Cumulative Capital Development Fund, would be retired in August of 2016. The lease purchase of the Rescue Truck could easily succeed as the object of the capital levy, without undue resource stress.
6. *Authorization for Purchasing New Computers for the Police Department.* The IT Contractor Consultant inquired about placing on the agenda of the imminent plenary business meeting the authorization for the purchase of 15 Dell Computers, associated monitors and an additional 10 monitors to be used for the Police Department.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, January 04, 2016**, was adjourned at 8:00 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer